

STANDARDS FOR HOME SUPPORT CAREGIVERS

I. Respite Care, Companion Services, Personal Care I

Caregiver Qualifications

1. The caregiver will have the ability to read, write and speak English.
2. The caregiver will be at least 18 years of age.
3. The caregiver will be capable of aiding in the activities of daily living.
4. The caregiver will be capable of following a plan of service with minimal supervision.
5. The caregiver will have no record of abuse, neglect, crimes committed against other people or felonious convictions of any kind.
6. The caregiver will be free from communicable and contagious diseases.
7. The caregiver will have a valid Driver's License.
8. The caregiver will document hours worked and the nature of the tasks performed. The waiver recipient or his/her designee (i.e., parent, sibling, etc.) will verify the documentation.
9. The caregiver will demonstrate competency in required training. (See attached training requirements for caregivers.) Training will include the attached minimum guidelines for training as well as any special techniques/procedures/equipment required to adequately provide services for the individual prior to assuming responsibility.
10. If respite is provided outside of the recipient's home, the location of the respite must be licensed according to The Agency's Respite Standards. (See requirements for licensing under Attachment 8)

Training Requirements

All caregivers must have the skills and abilities to provide quality services for the people they serve. Minimally, caregivers must demonstrate competency in the following areas before Home Support services are provided. Hours in parentheses are estimates of the time needed to achieve competency and may be higher or lower depending on the existing skill level of the caregiver and the skills required for serving a particular waiver recipient.

1. Confidentiality, Accountability and Prevention of Abuse and Neglect (1.5 hours)
2. First Aid (4 hours)

3. Fire Safety/Disaster Preparedness related to the specific location of services (1hour)

4. Understanding Disabilities (MR/RD and Autism OR Orientation to Head and Spinal Cord Injuries (HASCI) : This training must be specifically related to the person/family needing services (1-3 hours)

5. Signs and Symptoms of Illness and Seizures (1 hour)

The following describes ways in which caregivers can demonstrate competency:

1. Taking and passing tests in the above categories. Tests may be taken as part of training or may be taken when training does not occur.
2. Recipient/responsible party can approve caregiver competency for items 3 - 5 above, for persons who have passing scores on tests of items 1 and 2.
3. Caregivers must also demonstrate competency in any consumer-specific special techniques/procedures/equipment; must be oriented to the habits, preferences, and interests of the consumer; and must be able to communicate with the consumer. The recipient or family will typically provide this training to the caregiver. (Consumers and/or caregivers should contact SCDDSN to obtain referral for training, classes, testing or other assistance with caregiver training and certification.)

Prior to services beginning, the recipient/responsible party must complete and submit the, "Caregiver Certification Form" (see next page). This form along with supporting documentation (training records, test scores) is maintained in administrative records of the contracted individual caregiver, organization or agency.

HOME SUPPORTS CAREGIVER CERTIFICATION

CAREGIVER INFORMATION:

Name: _____

Social Security Number: _____

Address: _____

Phone No.: _____

The above named caregiver has demonstrated competency in the areas noted below through the successful completion of training or by exemption from the training as approved by me.

Name of training	Training/Date	Exemption/Date
Confidentiality, Accountability, and Prevention of Abuse and Neglect		XXXXXXXXXXXXXXXXXX
First Aid		XXXXXXXXXXXXXXXXXX
First Safety/Disaster Preparedness		
Understanding Disabilities (Mental Retardation, Related Disability, and Autism) OR Orientation to TBI, SCI, and Similar Disability		
Signs and Symptoms of Illness and Seizures		

The above caregiver has been oriented to the habits, preference, and interests of _____ and is competent to perform the tasks needed to provide his/her care.

Recipient/Responsible Party_____
Date_____
Relationship of Responsible Party to Recipient